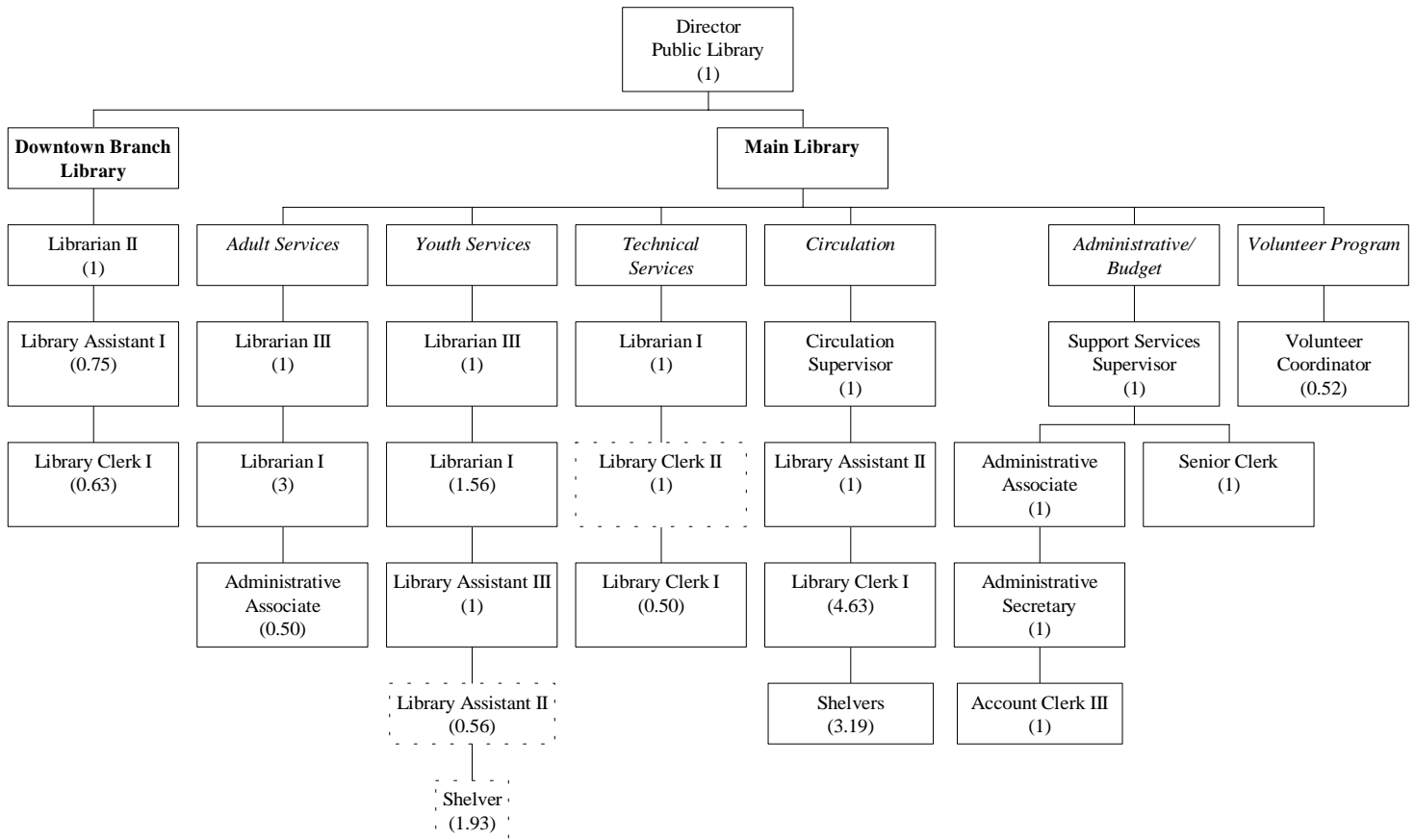




Public Library





Public Library. Provides a full range of services to meet the informational, educational and recreational needs of the community from two locations: the Main Library at 2315 Memorial Avenue and the Downtown Branch and Public Law Library that is located in City Hall. In 2002, there were 30,703 registered borrowers; the library web page was accessed 7,250 times. The library's collections include 150,000 books; 4,000 audio tapes; 6,797 videos; 350 magazine subscriptions and 500 compact discs. Electronic databases are available through www.FINDITVA.COM, which is provided by the Library of Virginia. In 2002 circulation was 464,952 and 9,000 searches were made on the electronic databases. Library programs reached 15,000 persons with youth services programs attended by 12,726 children. Public computers were used to access the Internet by 35,670 persons and 2,000 persons attended computer training classes. A book delivery service provided to 21 senior center locations.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Position Summary					
City Funded Positions	40.89	32.65	32.65	31.77	31.77
Total FTE Positions	40.89	32.65	32.65	31.77	31.77
Salaries	\$808,892	\$841,487	\$841,131	\$826,512	\$842,862
Employee Benefits	213,466	208,755	208,755	217,524	220,678
Contractual Services					
Maintenance and Repair	3,161	4,350	4,350	3,875	3,875
Printing and Binding Services	183	500	500	150	150
Advertising and Public Relations Services	517	1,000	1,356	824	824
Miscellaneous Contractual Services	49,972	49,680	49,680	3,275	3,275
Online and Automation expenses	0	0	0	46,000	46,000
Other Charges					
Supplies and Materials	252,075	235,280	236,360	222,845	222,845
Insurance Premiums	0	0	0	250	250
Travel and Training	5,928	4,175	4,175	2,615	2,615
Telecommunications	3,681	3,850	3,850	4,250	4,250
Postage and Mailing	7,266	7,500	7,500	7,200	7,200
Dues & Memberships	2,115	1,040	1,040	455	455
Courtesies to Guests	290	200	200	250	250
Other	369	0	0	0	0
Rentals and Leases	34,334	22,600	22,600	21,100	21,100
TOTAL	\$1,382,249	\$1,380,417	\$1,381,497	\$1,357,125	\$1,376,629
Less Revenue from Library Fines and Fees	(\$66,646)	(\$59,000)	(\$59,000)	(\$65,500)	(\$65,500)
Less Revenue from Lost/Damaged Property	(\$13,748)	(\$13,000)	(\$13,000)	(\$13,000)	(\$13,000)
Less Revenue from Sale of Surplus Property	(\$9,866)	(\$3,000)	(\$3,000)	(\$3,000)	(\$3,000)
Less Revenues from State	(\$256,224)	(\$231,110)	(\$231,110)	(\$189,741)	(\$189,741)
Less Revenues from Friends of Library Grant	(\$12,000)	(\$12,000)	(\$12,000)	(\$12,000)	(\$12,000)
Less Transfer from Law Library	(\$26,150)	(\$26,150)	(\$26,150)	(\$26,150)	(\$26,150)
TOTAL CITY COST	\$997,615	\$1,036,157	\$1,037,237	\$1,047,734	\$1,067,238



Public Library Operating Budget Description

The Proposed FY 2004 Public Library budget of \$1,357,125 represents a 1.69% decrease of \$23,292 as compared to the Adopted FY 2003 budget of \$1,380,417.

Significant introduced in the Requested FY 2004 budget include:

- ◆ Elimination of one part-time Classified positions totaling 0.88 FTE.
- ◆ Increased revenue from increases in meeting room and adult overdue book fees.
- ◆ New revenue from providing fax service to the public.
- ◆ Revenue total assumes 15% decrease in State Aid.

The department requested \$1,358,775.

Major items requested not proposed for funding include:

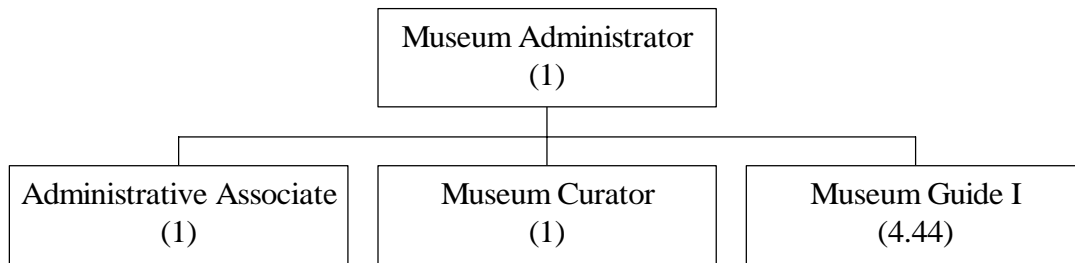
- ◆ \$1,650 reduction in Training and Conference funding.

The Proposed FY 2004 Public Library budget was adopted with the following changes:

- ◆ \$19,504 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.



Museums





Museums. The Museum System was established in 1976 to inform the public about the history of Lynchburg and the surrounding region. It collects and preserves the tangible evidence of that history and provides public programs, exhibits and special events at the Lynchburg Museum, located in the Old Court House, the Lynchburg Community Market, the Lynchburg Regional Airport and Point of Honor. Additional information on the Museum System Fund is found in the Other Funds section of this document.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Position Summary					
City Funded Positions	7.44	7.44	7.44	7.44	7.44
Total FTE Positions	7.44	7.44	7.44	7.44	7.44
Salaries	\$190,103	\$198,324	\$198,324	\$198,596	\$202,328
Employee Benefits	40,849	40,359	40,359	41,804	42,440
Contractual Services					
Maintenance and Repair	6,469	4,500	4,500	6,850	6,850
Advertising and Public Relations Services	(250)	0	0	0	0
Miscellaneous Contractual Services	610	23,850	23,850	15,994	15,994
Internal Services					
Fleet Services	1,326	2,333	2,333	2,047	2,047
Other Charges					
Supplies and Materials	4,457	9,460	9,385	6,900	6,900
Utilities	4,067	8,000	8,000	7,000	7,000
Travel and Training	892	2,350	2,350	1,400	1,400
Telecommunications	1,631	4,671	4,671	2,250	2,250
Postage and Mailing	1,713	1,800	1,800	1,800	1,800
Dues & Memberships	645	945	945	965	965
Courtesies to Guests	0	100	100	100	100
Rentals and Leases	0	11,500	11,500	15,600	15,600
TOTAL	\$252,512	\$308,192	\$308,117	\$301,306	\$305,674
Less Revenues from Local Sources	(\$24,402)	(\$58,264)	(\$58,264)	(\$58,499)	(\$58,499)
TOTAL CITY COST	\$228,110	\$249,928	\$249,853	\$242,807	\$247,175



Museums Operating Budget Description

The Proposed FY 2004 Museum budget of \$301,306 represents a 2.23% decrease of \$6,886 as compared to the Adopted FY 2003 budget of \$308,192.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ The Museum System Operating Budget maintains the current level of service while the Old Court House is closed for restoration. Funding is provided for rental of office space and artifacts storage at the Business Development Center and reimbursement for utility expenses for the public exhibit space at Bragassa's Store that is provided rent-free by the Lynchburg Historical Foundation. Funding is provided for moving back into the Old Court House in May 2004. The recent move has made it possible to more accurately predict the costs for FY 2004.
- ◆ \$2,350 increase in Maintenance & Repair reflecting cost of relocating telephone and copier equipment and additional security equipment at Business Development Center.
- ◆ \$7,856 decrease in Miscellaneous Contractual Services reflecting real costs experienced this year in moving versus estimates in FY 2003 budget and the elimination of any contract exhibit work.
- ◆ \$2,560 decrease in Supplies & Materials reflecting reductions in curatorial materials and a reduction in natural gas use at the Point of Honor Carriage House by altering the way the air conditioning operates.
- ◆ \$2,421 decrease in Telecommunications reflecting the use of the new Maintenance and Repair code for moving the equipment.
- ◆ \$4,100 increase in Rentals & Leases reflecting the need to lease more expensive space when space we originally budgeted for was unavailable. There will be a 3% increase in lease cost on renewal (9 months).

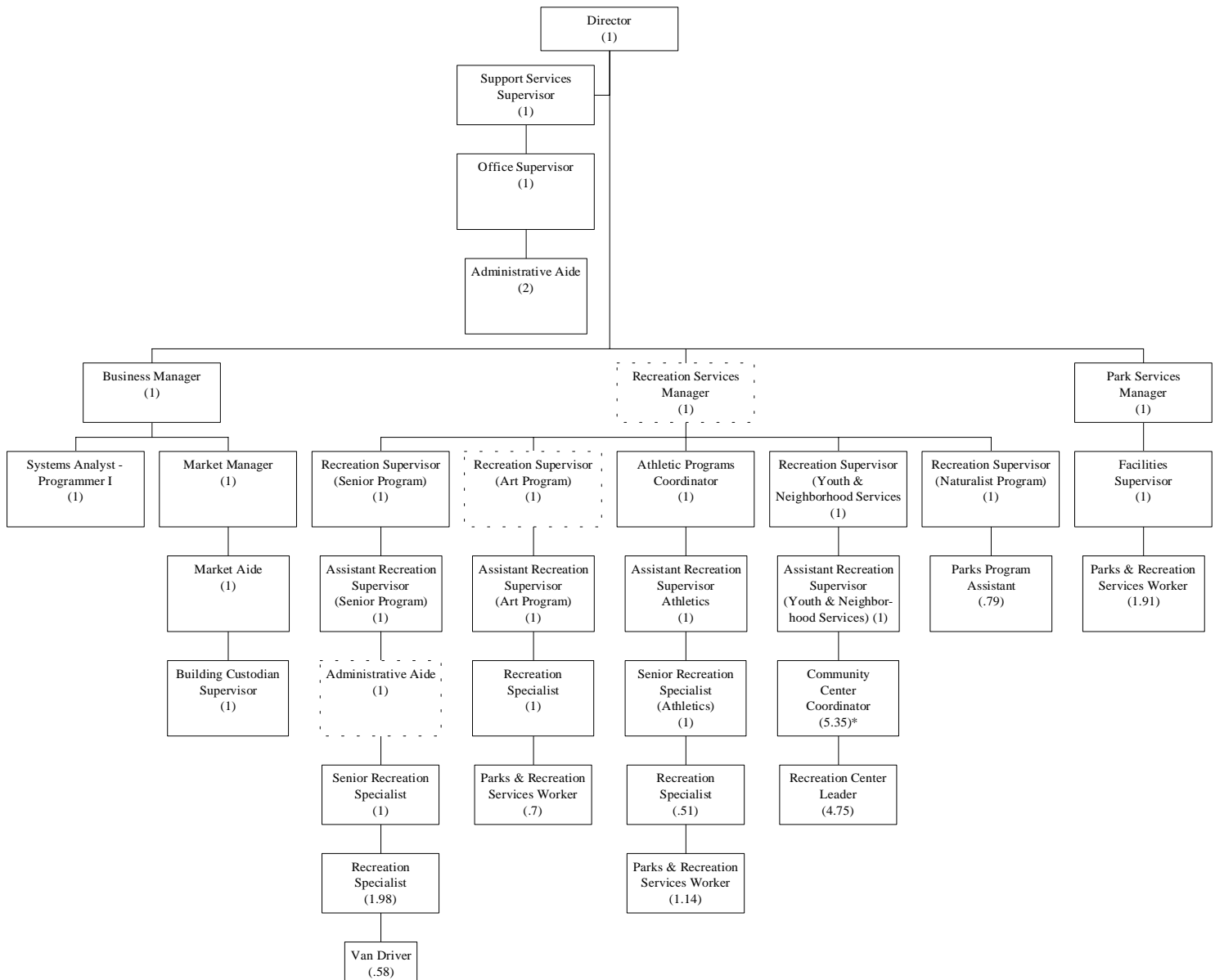
The department requested \$302,106.

Major items requested not proposed for funding include:

- ◆ \$800 reduction in Training & Meetings based on historical costs.

The Proposed FY 2004 Museum budget was adopted with the following changes:

- ◆ \$4,368 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.

Parks and Recreation Division
(includes Community Market)

*.3 FTE position assigned to Day Services



Parks and Recreation Division. Develops, administers and manages recreational programs and park facilities. Organizes recreational programs include the classes, athletics, community centers, senior adults, naturalist programming, aquatics and travel. Classes and activities include dance, ceramics, painting, Follystick Theatre, youth and adult basketball, youth football, adult volleyball, softball, swimming classes, supervision of seven community centers, outdoor education classes, supervision of the Nature Zone and a full offering of activities for senior adults. Parks and Recreation is responsible for park, trail and facility development and works in conjunction with Public Works Buildings and Grounds to manage the maintenance of parks and recreation facilities. The parks, comprised of 810 acres, offer citizens the opportunity to participate in organized recreational activities and non-organized leisure activities, such as hiking, biking, swimming, picnicking, tennis, horseshoes, basketball and playing on the numerous playgrounds.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Personnel (FTE)					
City Funded Positions	41.26	40.23	40.23	40.23	40.71
Total FTE Positions	41.26	40.23	40.23	40.23	40.71
Salaries	\$1,079,806	\$1,198,950	\$1,204,717	\$1,270,201	\$1,325,090
Employee Benefits	258,673	267,214	268,392	281,101	296,379
Contractual Services					
Maintenance and Repair	1,409	4,630	16,830	15,675	15,675
Professional Services	264	900	900	750	750
Temporary Personnel	1,935	1,000	1,000	2,095	2,095
Printing and Binding Services	8,547	3,550	6,050	12,614	12,614
Advertising and Public Relations Services	10,015	26,550	26,850	26,375	26,375
Miscellaneous Contractual Services	39,395	53,600	35,593	9,900	9,900
Non-Profit Reimbursement	0	0	0	29,700	29,700
Referees & Officials	0	0	0	17,550	17,550
Internal Services					
Fleet Services	20,207	15,815	15,815	18,555	18,555
Other Charges					
Supplies and Materials	140,714	94,030	94,543	85,829	85,829
Utilities	30,748	13,600	13,600	13,200	13,200
Travel and Training	16,308	19,445	19,571	12,815	12,815
Telecommunications	6,824	6,538	6,538	5,960	5,960
Postage and Mailing	4,917	8,010	8,010	8,350	8,350
Payments to Other Funds	0	0	0	5,805	5,805
Dues & Memberships	1,027	1,690	1,690	1,830	1,830
Miscellaneous	4,212	0	1,402	3,300	3,300
Rentals and Leases	10,044	14,070	15,470	14,619	14,619
TOTAL	\$1,635,045	\$1,729,592	\$1,736,971	\$1,836,224	\$1,906,391
Less Revenues from General Fund	(\$43,854)	(\$49,000)	(\$49,000)	(\$38,000)	(\$38,000)
TOTAL CITY COST	\$1,591,191	\$1,680,592	\$1,687,971	\$1,798,224	\$1,868,391



Parks and Recreation Division Operating Budget Description

The Proposed FY 2004 Parks and Recreation budget of \$1,836,224 represents a 6.17% increase of \$106,632 as compared to the Adopted FY 2003 budget of \$1,729,592.

Significant changes introduced in the Requested FY 2004 budget include:

- ◆ \$88,480 increase for City Sponsored and City Sanctioned Special Event program.
- ◆ \$47,744 increase in Salaries for a Recreation Services Manager position.
- ◆ \$8,966 increase in Employee Benefits reflecting rising cost of health and dental insurance.
- ◆ \$22,775 general decrease in line item requests to absorb a portion of the above increases.

The department requested \$1,852,007.

Major items requested not proposed for funding include:

- ◆ \$4,140 reduction in Travel & Training based on historical costs.
- ◆ \$47,744 for a Recreation Services Manager.

The Proposed FY 2004 Parks and Recreation budget was adopted with the following changes:

- ◆ \$25,923 increase in Salaries and Employee Benefits reflecting a two percent general salary increase.
- ◆ \$44,244 in Salaries and Employee Benefits to fund a Recreation Services Manager.



City Armory/Community Market. The Community Market plays a major role as a focal point of downtown activity. The Community Market's budget supports the staff and services required for continued operation of the 22,000 square foot retail facility which includes farmer and craft vendors, permanent restaurant operators and other shops. The retail facility is open year-round Monday through Saturday. The facility also includes refrigerated cooler space for use by vendors. The Community Market staff provides custodial and minor facility maintenance duties, as well as administrative services required for the functioning of the complex; this includes providing support services to third-party organizations interested in hosting activities and events. The Community Market staff also provides administrative, custodial and minor maintenance duties required for the operation of City Armory (a 23,000 square foot gymnasium style facility). The City Armory is host to numerous private parties, events and other activities including City athletic programs. Additionally, the City Armory is utilized each Monday through Friday (6:00 am – 5:15 pm) year round by the Central Virginia Criminal Justice Academy.

BUDGET SUMMARY

	Actual FY 2002	Adopted FY 2003	Amended FY 2003	Manager's Proposed FY 2004	Adopted FY 2004
Personnel (FTE)					
City Funded Positions	3.00	3.00	3.00	3.00	3.00
Total FTE Positions	3.00	3.00	3.00	3.00	3.00
Salaries	\$137,285	\$143,793	\$143,793	\$136,819	\$139,443
Employee Benefits	31,291	30,677	30,677	31,648	32,101
Contractual Services					
Maintenance and Repair	1,905	3,800	8,860	9,000	9,000
Printing and Binding Services	0	0	1,855	1,800	1,800
Advertising and Public Relations Services	16,976	14,000	14,000	14,000	14,000
Miscellaneous Contractual Services	5,361	7,660	4,300	4,600	4,600
Internal Services					
Fleet Services	2,973	1,644	1,644	1,862	1,862
Other Charges					
Supplies and Materials	21,716	19,660	16,105	15,860	15,860
Utilities	49,069	54,700	56,182	57,225	57,225
Travel and Training	81	1,800	1,800	700	700
Telecommunications	4,061	3,750	3,750	3,630	3,630
Postage and Mailing	2,515	4,200	4,200	3,000	3,000
Dues & Memberships	30	350	350	350	350
Miscellaneous	149	0	0	0	0
Rentals and Leases	1,266	4,200	4,200	3,200	3,200
TOTAL	\$274,678	\$290,234	\$291,716	\$283,694	\$286,771
Less Revenues from Property (Market/Parks) Rental	(\$85,271)	(\$98,000)	(\$98,000)	(\$98,000)	(\$98,000)
TOTAL CITY COST	\$189,407	\$192,234	\$193,716	\$185,694	\$188,771



Budget Description

The Proposed FY 2004 Community Market budget of \$283,694 represents a 2.25% decrease of \$6,540 as compared to the Adopted FY 2003 budget of \$290,234.

Significant changes introduced in the Requested FY 2004 include:

- ◆ \$6,992 decrease in overtime.
- ◆ \$971 increase in Employee Benefits reflecting rising health and dental insurance costs.
- ◆ \$2,500 increase in utilities costs.
- ◆ \$1,000 decrease achieved through re-negotiation of copier lease.

The department requested \$286,944.

Major items requested not proposed for funding include:

- ◆ \$1,100 reduction in Supplies & Materials based on historical costs.
- ◆ \$200 reduction in Minor Equipment/Tools based on historical costs.
- ◆ \$750 reduction in Travel & Training based on historical costs.
- ◆ \$1,200 reduction in Postage based on historical costs.

The Proposed FY 2004 Community Market budget was adopted with the following changes:

- ◆ \$3,077 increase in Salaries and Benefits reflecting a two percent general salary increase.



This Page Intentionally Left Blank